

## CLAIMS

- 1 1. An apparatus comprising:  
2 at least one processor;  
3 a memory coupled to the at least one processor;  
4 at least one digital image of a paper-based document, the digital image  
5 comprising at least one image of a dynamically generated fax cover sheet, the  
6 at least one digital image residing in the memory; and  
7 a digital filing application residing in the memory and being executed by the  
8 at least one processor, the digital filing application extracting a globally  
9 unique identifier from the image of the dynamically generated fax cover sheet  
10 and using the globally unique identifier to link the digital image to a database  
11 record which was created prior to the creation of the digital image.
- 1 2. The apparatus of claim 1 wherein the digital filing application links the digital  
2 image to the database record by using at least a portion of the globally unique  
3 document number to create a file name for the digital image.
- 1 3. The apparatus of claim 2 wherein the at least a portion of the globally unique  
2 document number is the file name for the digital image.

1 4. The apparatus of claim 1 further comprising a communication link coupled to  
2 the at least one processor.

1 5. The apparatus of claim 4 wherein the communication link comprises a  
2 computer network.

1 6. The apparatus of claim 4 wherein the digital filing application transfers the  
2 digital image of the paper-based document to an image repository via the  
3 communication link.

1 7. The apparatus of claim 5 wherein the computer network is the internet.

1 8. The apparatus of claim 5 wherein the computer network is an intranet.

1 9. The apparatus of claim 1 wherein the globally unique identifier comprises a  
2 number represented as a bar code on the digital image of the dynamically-  
3 generated fax cover sheet.

- 1 10. The apparatus of claim 1 wherein the dynamically generated fax cover sheet  
2 comprises at least one dynamic content zone.
- 1 11. The apparatus of claim 10 wherein at least one of the at least one dynamic  
2 content zone contains the globally unique identifier.
- 1 12. The apparatus of claim 10 further comprising at least one static content zone.
- 1 13. The apparatus of claim 11 wherein the globally unique identifier comprises a  
2 number represented as a bar code on the dynamically generated fax cover  
3 sheet.
- 1 14. The apparatus of claim 1 wherein the dynamically generated fax cover sheet  
2 comprises a plurality of dynamic content zones.
- 1 15. The apparatus of claim 14 further comprising a plurality of static content  
2 zones.
- 1 16. The apparatus of claim 14 wherein at least one of the at least one dynamic  
2 content zone contains the globally unique identifier.

- 1 17. A method comprising the steps of::
- 2 printing a dynamically-generated fax cover sheet, the fax cover sheet
- 3 containing at least one dynamic content zone, wherein at least one of the at
- 4 least one dynamic content zones contains a globally unique identifier;
- 5 indexing the paper-based document using a digital filing application, thereby
- 6 creating a record in a database describing the paper-based document;
- 7 processing the dynamically-generated fax cover sheet and the paper-based
- 8 document to create a digital image of the paper-based document and the
- 9 dynamically-generated fax cover sheet, wherein the dynamically-generated
- 10 fax cover sheet acts as a fax cover sheet for the paper-based document;
- 11 extracting the globally unique identifier from the digital image;
- 12 storing the digital image in a file, using the globally unique identifier to name
- 13 the digital image and to link the digital image to the record in the database.
- 1 18. The method of claim 17 further comprising the step of de-speckling and de-
- 2 skewing the digital image of the paper-based document.
- 1 19. The method of claim 18 further comprising the step of using an auto-rotate
- 2 mechanism to automatically rotate the digital image, based on the orientation
- 3 of the globally unique identifier.

1 20. The method of claim 18 further comprising the step of using a security  
2 mechanism to control access to the digital image.

1 21. The method of claim 20 wherein the step of using a security mechanism to  
2 control access to the digital image of the paper-based document comprises the  
3 steps of:

4 assigning a range of globally unique identifiers to a specific user;

5 comparing the globally unique identifier associated with the digital image  
6 with a list of globally unique identifiers assigned to a user requesting access to  
7 the digital image;

8 verifying that the globally unique identifier is assigned to the specific user  
9 when access to the digital image is requested and allowing access only in  
10 those cases where the globally unique identifier is assigned to the specific user  
11 requesting access to the digital image.

1 22. A dynamically-generated fax cover sheet comprising:  
2 at least one dynamic content zone, wherein at least one of the dynamic content  
3 zones contains a globally unique identifier which was generated by a digital  
4 filing application.

1 23. The dynamically-generated fax cover sheet of claim 22 further comprising at  
2 least one static content zone.

1 24. The dynamically-generated fax cover sheet of claim 22 wherein at least one of  
2 the at least one dynamic content zone contains a piece of system-generated  
3 data which is document-specific information.

1 25. The dynamically-generated fax cover sheet of claim 22 wherein at least one of  
2 the at least one dynamic content zone contains a piece of system-generated  
3 data which is user-specific information.

1 26. The dynamically-generated fax cover sheet of claim 22 wherein at least one of  
2 the at least one dynamic content zone contains a piece of user-generated data  
3 which is document-specific information.

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